

JOB VACANCY NOTICE

Unpaid Legal Intern (Spring Semester)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

Research, analyze, and interpret statutes and regulations; draft and present legal documents; review documents for adherence to legal requirements; assist with public information act responses; participate in briefings and meetings; and participate in other office functions as required. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Essential Job Functions

- Conducts research related to public finance, water law, environmental law, administrative law, etc.
- Drafts substantive legal documents, including opinions, briefs, and memoranda that include analyses of agency authority under state and federal law.
- Drafts contracts in accordance with agency's legal authority and with state and federal laws and regulations relating to contracts and contract management.
- Analyzes agency compliance with state agency reporting, records management, and open government requirements.
- Reviews loan documents to ensure adherence to legal requirements.
- Assists in responding to open records requests.
- Performs other duties as assigned.

Minimum Qualifications

Must be enrolled full time at an accredited college or university during the current spring semester. Must have a minimum academic grade point average of 2.0. Experience in computer systems support work. Enrollment in an accredited law school and completion of at least one year of study.

Knowledge, Skills, and Abilities

- Skill in written and oral communication.
- Skill in word processing, other software applications, the Internet, and e-mail.
- Skill in research, including electronic resources such as Westlaw and other sources.
- Ability to identify relevant legal issues.
- Ability to analyze and solve legal problems and to interpret statutes and legislative documents.
- Ability to deal effectively with others.
- Ability to work independently and as a member of a team.
- Ability to handle multiple projects in a timely manner and cope with deadline pressures.
- Ability to maintain confidentiality of material and information.
- Ability to work within the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday.

Remarks

- Applicants must provide one writing sample with their application that demonstrates the applicant's own writing skills and original research (the writing sample should not exceed 10 pages and may be an excerpt from a longer document; please do not submit form motions or pleadings).
- Copy of required academic transcripts must be submitted at the time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

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The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs